

**DFWAPPA**  
**Quarterly Facilities Staff Hosted Meeting**

Host Outline - FS

This form is for the DFWAPPA approved and scheduled host of future meetings at Educational sites. Please print, complete, and fax to 214.841.3591.  
To request hosting privileges send email to [registration@dfwappa.org](mailto:registration@dfwappa.org).

**DFWAPPA Meeting Checklist**

Date: \_\_\_\_\_

Host Facility: \_\_\_\_\_  
Hosting Facility Contact: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_  
Business Partner: \_\_\_\_\_  
Business Partner Contact: \_\_\_\_\_  
Business Partner Contact Email Address: \_\_\_\_\_  
Meeting Theme: \_\_\_\_\_  
Educational Content: \_\_\_\_\_

**The Schedule**

10:00 AM 60 min DFWAPPA board of directors meeting

11:00 AM 30 min Registration and member arrival

Opening remarks DFWAPPA pres & rep. of hosting facility

45 min Presentation by hosting facility (theme related desired)

45 min Facilities tour by hosting facility

Lunch (by hosting facility) (paid by DFWAPPA if Institution sponsored, if Business Partner sponsored than paid for by business Partner)

Discuss business items

closing remarks

Drawing for prizes (if applicable)

Other

1:00 PM Meeting concludes

**Hosting Institution/Business Partner Responsibilities**

Small conference room for DFWAPPA board of directors meeting (15 total)

- Coffee and water only
- No audio visual required

Parking

- Host institution to provide directions, map and specifically where to park.
- Directions should be sent along with invite
- Signage is not required by preferred if difficult to find

Meeting place and dining area sufficient to hold 75 people

- Preference is auditorium style seating for meeting
- Preference is tables of 8-10 for luncheon
- Audio/visual capabilities
- Room to have adequate acoustics for speakers
- Provide head table, podium or other sufficient means for speakers

Registration table

- 2 chairs, one for institution or sponsor and one DFWAPPA board member
- Receipt pad for collection (provided by DFWAPPA)
- Treasurer to provide change for registration table
- Latest membership list to confirm current information of attendee (to be provided by membership chair or DFWAPPA board member for membership update)
- Basket for attendee business cards (Drawing for prizes if applicable)
- DFWAPPA membership chairperson to collect membership list and cards

Name tags for participants.

- One color for business partners and different color for facilities folks.
- Please send to Gloria and/ or Sally for printing 2 days in advance

Lunch arrangements for the attendees (DFWAPPA will reimburse up to \$15 per person, for institutionally sponsored meals only)

Presentations and/or tour of your facilities.

**DFWAPPA Board responsibilities**

- Approval of topic and location
- Notification by email and/or flyer of meeting time and date to be completed 30 days in advance of meeting or sooner
- Provide membership list to registration table
- Provide receipt list to registration table
- Reimbursement to hosting institution
- Collection and follow up of unpaid attendees immediately after the meeting